FY 2020 Household Report Long Form
What's New for FY 2020 Reporting

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Children and Families (ACF) presented by APPRISE under contract to OCS

November 17, 2020

Welcome:
Akm Rahman

Presenters:
Melissa Torgerson (Verve Associates)
Dan Bausch (APPRISE)

ADMINISTRATION FOR
CHILDREN & FAMILIES

Welcome

- **Purpose of This Webinar**
  - To provide an overview of the Household Report (Long Form) and its purpose.
  - To explain the key concepts for correctly completing the report.
  - To review the new reporting requirements for CARES Act funds.
  - To highlight general reporting reminders.

- **Audience for This Webinar**
  - LIHEAP State and Territory Coordinators.
  - Staff that assist with completing the Household Report – Long Form.
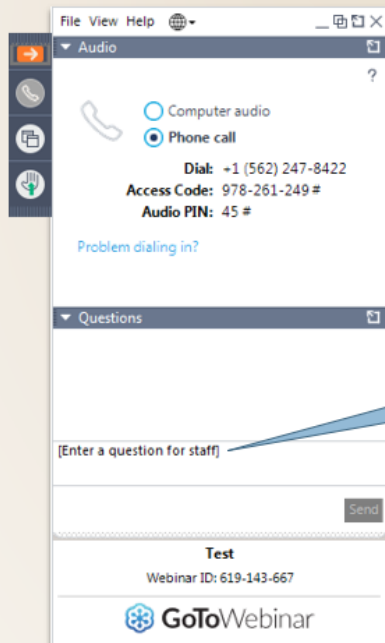
Presenter(s):
Akm Rahman

Webinar Overview

- **Structure of The Webinar**
  - 60-minutes to review key information and provide a detailed review of the FY 2020 form changes.
  - **Slides available for download now** under "Handouts" in the GoToWebinar Sidebar.
  - The webinar is being recorded and will be published on the ACF YouTube channel.

Presenter(s):
Melissa Torgerson

GoToWebinar Question Box

- **Have a question?**
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  - Submitted questions will be reviewed and responded to at the end of the webinar or via an e-mail from APPRISE.

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Presenter(s):
Melissa Torgerson

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Presentation Outline

Overview of the Household Report
History and Purpose

- The Household Report has been submitted by grantees since the 1980s.

- The Report allows OCS to report information to Congress about LIHEAP outcomes, as required by the statute.

- Two main types of data need to be reported:
  - Information on households **that received** LIHEAP assistance
  - Information on households **that applied** for LIHEAP assistance.

- Data are…
  - Published in the annual *LIHEAP Report to Congress*
  - Published in the LIHEAP Data Warehouse
  - Used to respond to Congressional and White House inquiries.

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Presenter(s):
Dan Bausch

New Changes to the Household Report

- In March, the President signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136). As part of the CARES Act, Congress appropriated approximately $900 million in supplemental funds for LIHEAP.

- On May 8th, OCS released the LIHEAP CARES Act funds to grantees.

- The Dear Colleague Letter announcing the award of LIHEAP CARES Act funds notified grantees that they "must track, account for, and report on" these funds. https://www.acf.hhs.gov/ocs/resource/liheap-dcl-2020-10-cares-act-supplemental-funding-release-ffy20

- To allow OCS to monitor the use of CARES Act Funds, **the Household Report has been revised for FY 2020 and FY 2021.**

Presenter(s):
Dan Bausch

New Changes to the Household Report

- To separately identify the impact of supplemental federal LIHEAP funding, HHS expanded the LIHEAP Household Report – Long Form for FY 2020. <mark>For each item in the report, the revised form now includes three lines.</mark>

  - The first line is for **all households regardless of funding source**. This is the same information you reported in prior years.

  - The second line is for **all households assisted with CARES Act supplemental LIHEAP funding**.

  - The third line is reserved for all households assisted with other Federal Supplemental LIHEAP funding [*Not Applicable for FY 2020 reporting*].

I. Number of Assisted Households

Number of assisted households Type of LIHEAP assistance	A. Select if estimated data	B. Total Number of Households
1. Heating	☐	
2. Heating (CARES Act funding only)	☐	
3. Heating (Reserved for other supplemental funding)		

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Dan Bausch

Key Concepts for Reporting

Key Concepts for Reporting
Assisted and Applicant Households

- **Assisted Households**

  - Households where a client **received LIHEAP assistance using federal LIHEAP funds during the federal fiscal year** (October 1 to September 30).
  - Report on households, not total persons or the head of household.
  - Do not count "approved" households that did <u>not</u> receive assistance.

- **Applicant Households**

  - Households were a client **applied for LIHEAP assistance during the federal fiscal year** (October 1 to September 30).
  - The definition of "applicant" is not defined by the LIHEAP statute. Grantees should report applicant households according to their definitions.

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Melissa Torgerson

Key Concepts for Reporting
Counts of Households, Not Counts of Benefits

- On the Household Report, you report information for each type of assistance and across types of assistance.

- LIHEAP recipient households may receive…
  - One benefit for one type of assistance (e.g. Smiths received a heating benefit)
  - One type of assistance, but multiple benefits (e.g. The Johnson household received two year-round crisis benefits)
  - Multiple types of assistance (e.g. The Lee household received one heating benefit and one cooling benefit).

- For the Household Report, you are always reporting <u>households</u>, not individual benefits.
  - Report the Johnson household only once under "year-round crisis assistance".
  - Report the Lee household once under "heating assistance" and once under "cooling assistance"

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Key Concepts for Reporting
Data Needed

Grantees need the following information for each household:

- **Types of assistance received**
  - Regular Assistance Types
  - Crisis Assistance Types
  - Weatherization
  - Nominal Benefits (SNAP)

- **Household Poverty Interval**
  - Assigned Poverty Interval based on household poverty level

- **Vulnerable Member Information**
  - Any elderly household members (60+ years old)
  - Any disabled household members
  - Any young children under age six
  - OPTIONAL – Any young children under age 3
  - OPTIONAL – Any young children age 3 to 5

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General Reporting Reminders

Reminder #1:
Reporting for each Type of Assistance

- In the Household Report grantees must report the **count of households that were assisted or applied for each type of LIHEAP assistance** during the past federal fiscal year.

- A household can be reported in counts for more than one assistance type.

- If a grantee indicated that it planned to provide a particular type of assistance in their FY 2020 Model Plan, we would expect to see households reported under that type of assistance in their FY 2020 Household Report.

- In Section II, we would expect grantees to only report households that fall within the gross income thresholds specified in their Model Plans.

  - **REMINDER**: Grantees should assign each household to a poverty interval using the 2019 HHS Poverty Guidelines, which were in effect at the beginning of FY 2020. They are available here: https://www.acf.hhs.gov/ocs/resource/liheap-im2019-01-hhs-poverty-guidelines-fy2019

Reminder #2:
Reporting "Any Type of Assistance" and "Bill Payment Assistance"

- Both of these fields require grantees to report an **underlined** **unduplicated** count.

- Any Type of Assistance = Report the count that received any of your LIHEAP benefits.

- "Bill Payment Assistance" = Report the count that received a LIHEAP benefit used to pay a share of the household's energy bills and utility deposits.

Example with three households that received assistance:

Household Scenarios	Number of Assisted Households by Type of LIHEAP Assistance		
	Heating	**Cooling**	**Wxz.**
Household A receives a heating benefit	1	0	0
Household B receives a heating benefit and a cooling benefit	1	1	0
Household C receives weatherization	0	0	1
Any Type of Assistance	3		
Bill Payment Assistance	2		

Reminder #3:
Collecting and Matching Data from Program Partners

- Some grantees may not directly capture information for Crisis or Weatherization Assistance in their primary LIHEAP data tracking systems.

  - Examples:
    - Your Weatherization Department administers your LIHEAP Weatherization component.
    - A subgrantee administers an emergency equipment program.

- **In this situation, Grantees need to obtain <u>household-level data</u> from their subgrantees or program partners who record this information**.

- Household-level data is needed to confirm an accurate count of households that received "Any Type of LIHEAP Assistance" (Line 11 of Section I) by matching households that received Crisis/Weatherization Assistance to households that received other types of LIHEAP assistance.

- Please contact APPRISE if you need assistance with this.

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Reminder #4:
Reporting "Any Type of Vulnerability"

- In Section III, Column D, "Elderly, Disabled, or Young Child", grantees must report an unduplicated count for each type of assistance with **at least one vulnerable member**.

III. Number of Assisted Households by Vulnerable Population
Number of assisted households with at least one member of the following target groups

Type of LIHEAP assistance	A. 60 years or older (elderly)	B. Disabled	C. Age 5 years or under (young child)	D. Elderly, disabled, or young child
1. Heating	15	15	15	30
2. Heating (CARES Act funding only)	8	8	8	15

- A household with multiple vulnerabilities should only be counted once.

- You should <u>NOT</u> add Elderly + Disabled + Young Child because households can have more than one type of vulnerability. This should be *less than* the sum of elderly, disabled, and young child households for each type of assistance.

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Dan Bausch

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Reminder #5:
Include Notes to Explain Reporting

- The Household Report includes a **Notes section** to allow grantees to explain any reported information that is out of the ordinary, generates a warning in OLDC, or requires clarification.

- If there is anything about your program operation that requires explanation to explain your Household Report data, please add a note in the Notes section.

- Notes allow for an accurate understanding of your reported data and OCS uses these notes in tables and footnotes in the annual Report to Congress.

VI. Number of Assisted Households by Young Child Age Category (Optional)

8. Weatherization	13	35
9. Weatherization (CARES Act funding only)		

Notes

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New LIHEAP CARES Reporting Requirements

New LIHEAP CARES Reporting Requirements *Overview*

- The Household Report has been expanded with **new requirements** designed to document how LIHEAP CARES Act funds are being used to assist households.

- New Form Layout:

  - **First Line** - Submit data on all applicable households *regardless of funding source*. This is consistent with what grantees were required to report in the past.

  - **Second Line** - Submit data on *all applicable households that were assisted with CARES Act supplemental LIHEAP funding.* This is new for FY 2020 reporting.

  - **Third Line** - Not Applicable for FY 2020 reporting and is Locked from Editing.

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New LIHEAP CARES Reporting Requirements
Identifying LIHEAP CARES Households

Assisted Households (Applicable to Sections I, II, III, and VI)

- If a grantee <u>expended</u> any LIHEAP CARES funds to provide households with benefits during FFY 2020 for a type of assistance, you need to count and report those households.

    - This should **include** the households that received a benefit that was fully or partially funded with CARES Act funds.

    - This should **exclude** households that did not receive a benefit that was fully or partially funded by CARES Act funds.

- If a grantee <u>did not</u> expend any of their LIHEAP CARES funds to provide benefits during FFY 2020 for a type of assistance, the total number reported should be zero.

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New LIHEAP CARES Reporting Requirements
Identifying LIHEAP CARES Households

Applicant Households (Applicable to Sections IV and V)

- If a grantee <u>expended</u> any LIHEAP CARES funds to provide households with benefits during FFY 2020 for a type of assistance, you need to count and report the number of LIHEAP CARES applicant households.

  - Grantees can use different approaches to report this:

    - ❖ If a grantee had a separate application form or process for a household to apply to receive a CARES-funded benefit, grantees can report the number of households that used that form or process.

    - ❖ If a grantee did not have a distinct application form or process to apply to receive a CARES-funded benefit, the grantee can:

      - Report the total number of households that applied for that type of assistance, repeating the information reported for the first line; or

      - Report the number of households that applied for that type of assistance after you began issuing CARES-funded benefits.

New LIHEAP CARES Reporting Requirements
Detailed Overview of Section I

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Heating (CARES Act funding only)	☐	
3. Heating (Reserved for other supplemental funding)		
4. Cooling	☐	
5. Cooling (CARES Act funding only)	☐	
6. Cooling (Reserved for other supplemental funding)		
7. Crisis		
a. Year Round	☐	
b. Year Round (CARES Act funding only)	☐	
c. Year Round (Reserved for other supplemental funding)		

- In each section of the report, for each type of assistance, there are **three** lines, but **only two** must be completed.

- Lines reserved for other supplemental funding are **locked for editing** because grantees did not receive any other Federal Supplemental LIHEAP Funding.

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Dan Bausch

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New LIHEAP CARES Reporting Requirements
First Line for Each Assistance Type

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Heating (CARES Act funding only)	☐	
3. Heating (Reserved for other supplemental funding)		

- The first line is labeled with the type of assistance provided.
  - Populate this line with the total number of households that received this type of assistance **from any funding source**.
  - This is consistent with what grantees were required to report in the past.
  - NOTE: This includes households assisted with regular LIHEAP funds and/or LIHEAP CARES Act funds.

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Dan Bausch

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New LIHEAP CARES Reporting Requirements
Second Line for Each Assistance Type

I. Number of Assisted Households

Number of assisted households		
Type of LIHEAP assistance	**A. Select if estimated data**	**B. Total Number of Households**
1. Heating	☐	
2. Heating (CARES Act funding only)	☐	
3. Heating (Reserved for other supplemental funding)		

- The second line is labeled with the type of assistance provided and "(CARES Act funding only)"
  - Populate this line with the total number of households that received this type of assistance from **LIHEAP CARES Act funding**.
  - **Include** households who received a benefit that was fully **or** partially funded with CARES Act funds.
  - **Exclude** households whose benefit was paid fully with regular LIHEAP funds.

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New LIHEAP CARES Reporting Requirements
Grantee Uses of CARES Act Funds

- Grantee can use LIHEAP CARES Act funds to provide households with assistance in several ways, including:

  1. Providing extra supplemental benefits to households who already received benefits for that assistance from regular LIHEAP funds (e.g. increasing the benefit level provided to recipient households)

  2. Serving more households by providing additional households with an existing type of assistance (e.g. serving more eligible households with a type of assistance)

  3. Furnishing new assistance that was not previously offered (e.g. creating a new program component)

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Scenario #1
Grantee X Provides Supplemental Benefits

- Grantee X provided 5,000 households with Heating Assistance and 2,000 with Year-Round Crisis Assistance using their regular LIHEAP funds.

- When the LIHEAP CARES funds were issued, grantee X decided to use those funds to provide all 5,000 households that got Heating Assistance with a <u>supplemental CARES Heating Assistance</u> benefit.

- A total of 6,000 households received any assistance in FY 2020.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	5,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
m. _____	0
n. (CARES Act funding only)	0
11. Any type of LIHEAP assistance	6,000
12. Any type of LIHEAP assistance (CARES Act funding only)	5,000

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Scenario #2
Grantee Y Serves More Households

- Grantee Y also provided 5,000 households with Heating Assistance and 2,000 with Year-Round Assistance using their regular LIHEAP funds.

- When the LIHEAP CARES funds were issued, grantee Y decided to use those funds to provide <u>additional</u> households with Heating Assistance. 3,000 new households received Heating Assistance from the LIHEAP CARES funds.

- A total of 9,000 households received any assistance in FY 2020.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	8,000
2. Heating (CARES Act funding only)	3,000
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
m. _____	0
n. (CARES Act funding only)	0
11. Any type of LIHEAP assistance	9,000
12. Any type of LIHEAP assistance (CARES Act funding only)	3,000

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Scenario #3
Grantee Z Offers New Assistance Component

- Grantee Z also provided 5,000 households with Heating Assistance and 2,000 with Year-Round Crisis Assistance using their regular LIHEAP funds.

- When the LIHEAP CARES funds were issued, grantee Z decided to create a new Crisis Assistance component that households could apply for to receive emergency assistance related to COVID impacts. 3,000 household received the new assistance from the LIHEAP CARES funds.

- A total of 7,500 households received any assistance in FY 2020.

I. Number of Assisted Households	B. Total Number of Households
1. Heating	5,000
2. Heating (CARES Act funding only)	0
7. Crisis	
a. Year Round	2,000
b. Year Round (CARES Act funding only)	0
m.	3,000
n. (CARES Act funding only)	3,000
11. Any type of LIHEAP assistance	7,500
12. Any type of LIHEAP assistance (CARES Act funding only)	3,000

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Dan Bausch

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New LIHEAP CARES Reporting Requirements
Recommendations for IT Staff

- **First, produce the report calculations for <u>all households.</u>**
  - Your query or system-generated report used in prior years should do this.

- **Second, produce the equivalent report for households that received LIHEAP CARES funds. To do this:**
  - Identify all households that received a benefit that consisted of any amount of LIHEAP CARES funds.
  - For just these households, calculate the report again. This should provide you with your CARES line information.

- **Third, check that results match your expectations.**
  - Check that the amounts overall (regardless of funding source) and the amounts for CARES agree with other information you know.

Presenter(s):
Dan Bausch

Report Versions
Preliminary and Final Reports

- **Preliminary Report – due November 30th**
  - This is the report grantees normally submit with their Model Plan.
  - Your preliminary Household Report may contain **non-final or estimated data**.

- **Final Report – due December 31st**
  - The final Household Report must contain final data from grantee data tracking systems and program records.
  - **Once all data in the Household Report are final, grantees must:**
    - Select "no" in response to the question in the Instructions Section: *"Do the data below include estimated figures?"*
    - Uncheck any "estimated data" checkboxes in Sections I and IV.
  - Grantees may submit revisions to their reports later if corrections are needed.

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Melissa Torgerson

Data Validations and Checks

Checks in OLDC Prior to Submission

- Validation checks are programmed into OLDC, and a warning or error message will appear if a check fails. Please review these before you submit.
  - Warning Messages indicate data that may be correct, but require confirmation and additional explanation in the "Notes" section of the form.
  - Fatal Error Messages indicate inconsistent data that must be corrected before grantees are able to submit their Household Report in OLDC.

Checks After You Submit

- APPRISE checks data following submission in OLDC and will e-mail grantees to alert them to any issues or questions based on their review.

- When your report is confirmed as complete, your liaison will accept it in OLDC.

- If you later identify a correction or change is needed, you will need to submit a revision in OLDC.

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Dan Bausch

Submission Process

- To complete this reporting requirement, you need to **submit** your form in the OLDC System.

- To submit the form, first enter and save your report. When ready, **validate** it. Once the form is valid and correct**, certify and submit**.

Save ➡ Validate ➡ Certify ➡ Submit

- The individuals who have permission to certify and submit may vary based on how you initially set up your OLDC account, but the user with the role "**Grant Administrator**" may perform all actions by default.

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Dan Bausch

Final Reminders
Household Report Changes

- The Household Report has been revised for FY 2020 and FY 2021 to allow OCS to track and monitor the use of LIHEAP CARES funds.
  - Grantees still need to report <u>the same information as last year</u> on total assisted households and total applicant households for each type of assistance.
  - Grantees also need to report information specifically for households that received benefits from LIHEAP CARES funds.
  - OCS has included extra lines reserved for use in the event that additional supplemental funds are issued during FY 2021. These lines are disabled in the FY 2020 report.

- To complete the final report, grantees need to use their data reporting systems to identify households that received any LIHEAP CARES funds.

- Grantees facing challenges with understanding the reporting requirements should contact APPRISE.

Presenter(s):
Dan Bausch

Final Reminders
Due Dates, Submission, Validation

- The preliminary report with estimated data is due **November 30, 2020**. The final Household Report is due in OLDC on **December 31st, 2020.**

- Remember that the Household Report must be:
  - Entered in OLDC
  - Saved in OLDC
  - Certified by the appropriate person
  - Submitted by the appropriate person

- The Household Report does include validation checks in OLDC. If you receive any messages that you are unsure about or which prevent you from submitting your report, please contact APPRISE.

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Dan Bausch

Final Reminders
OLDC Resources

- OLDC is accessed through Grant Solutions.

- Log-in to Grant Solutions at https://www.grantsolutions.gov/gs

- Once logged in, click "OLDC" in the top taskbar to access the OLDC homepage.

- If you need assistance, please contact Grants Center Of Excellence Systems Help Desk:

  - (202) 401-5282 or (866) 577-0771

  - help@grantsolutions.gov

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Melissa Torgerson

Final Reminders
Household Report Resources

- **2019 HHS Poverty Guidelines to use for Poverty Intervals:**

  https://www.acf.hhs.gov/ocs/resource/liheap-im2019-01-hhs-poverty-guidelines-fy2019

- **Household Report AT and Instructions:**

  https://www.acf.hhs.gov/ocs/resource/liheap-at-2020-06-household-report-long-and-short-form-fy20

- **"Check Before You Submit" Document:**

  https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/Household-Report-Check-Before-You-Submit-Document.pdf

- **Past Years' Household Report Data:**

  https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage

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Melissa Torgerson

Final Reminders
Reports and Training Webinars

- FY 2020 Household Report
  - A second webinar will take place in December and provide a detailed review of the report for new Coordinators or staff.

- FY 2020 Performance Data Form
  - **OCS is expected to issue the due dates and instructions for the FY 2020 Performance Data Form soon.**
  - For Module 1 (Grantee Survey), grantees will need to report the uses of LIHEAP CARES funds.
  - For Module 2 (Performance Measures), there will be no changes to the reporting requirements.

- FY 2020 Carryover & Reallotment Report
  - The final report will be due December 31, 2020.
  - APPRISE completed a training webinar in October:
    https://www.youtube.com/watch?v=D6DkLgN2J0w&feature=youtu.be

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Presenter(s):
Melissa Torgerson

Final Reminders
## *Support Resources*

OCS liaisons

http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff

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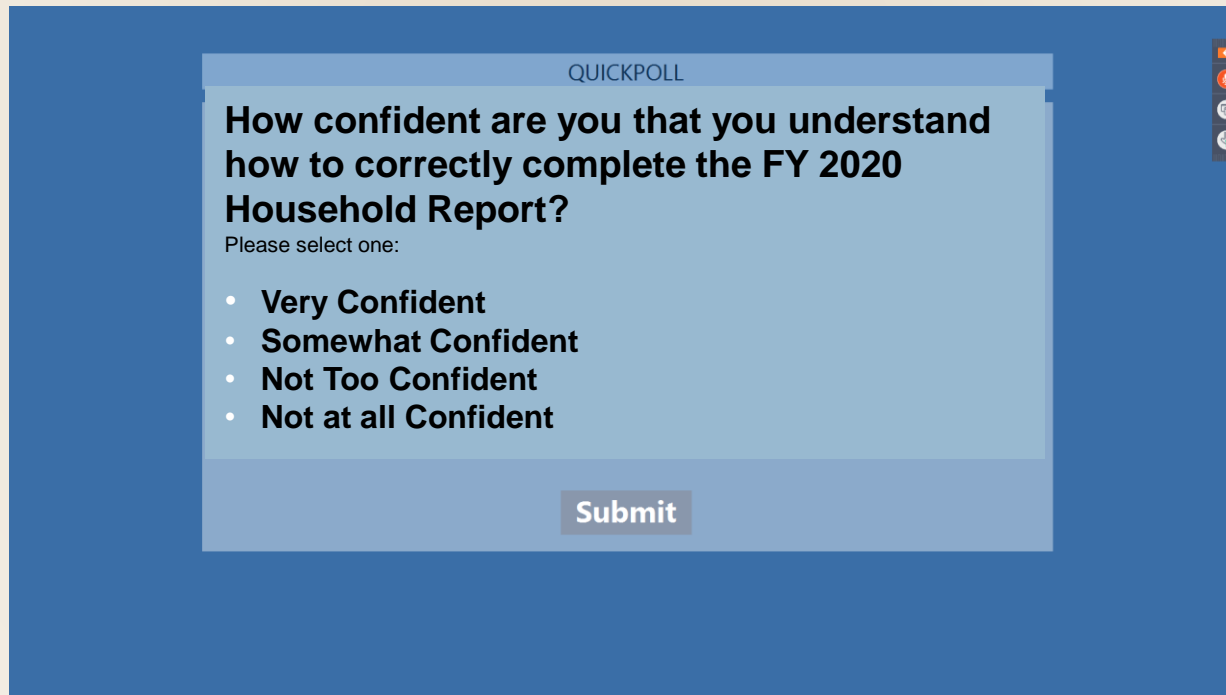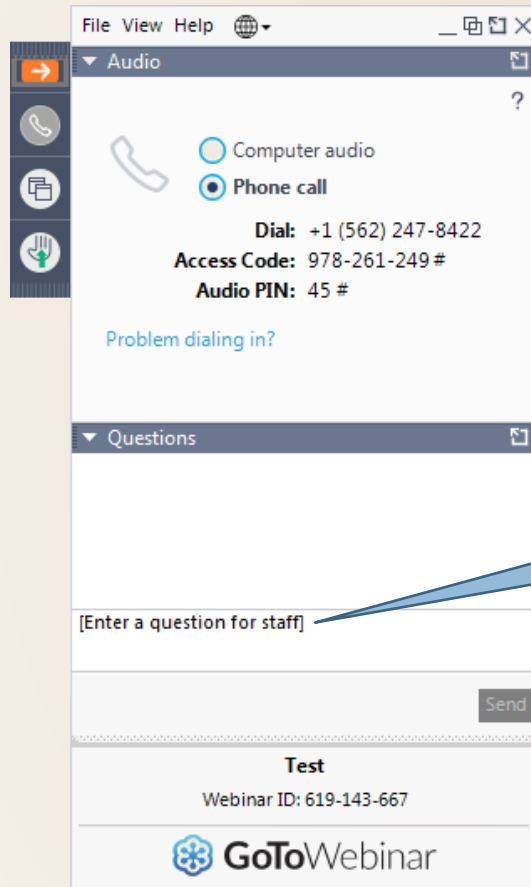

Enter text here to ask a question.

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Click this button to expand sidebar.

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Audience Poll Question #1

- How confident are you that you understand how to correctly complete the FY 2020 Household Report?

QUICKPOLL

How confident are you that you understand how to correctly complete the FY 2020 Household Report?
Please select one:

- **Very Confident**
- **Somewhat Confident**
- **Not Too Confident**
- **Not at all Confident**

Submit

Audience Poll Question

- Review Audience Responses